



## **Exhibit**

### **Charlotte Business INCLUSION Program**

Beginning in FY2014, the City of Charlotte implemented the Charlotte Business INCLUSION program. The Charlotte Business INCLUSION program seeks to enhance competition in City contracting and procurement opportunities as well as promote the economic growth and development of City registered Minority, Women, and Small Business Enterprises (MWSBEs) in the Charlotte Combined Statistical Area.

As a recipient of City funding, you are required to support the initiatives of the Charlotte Business INCLUSION program by meeting an MWSBE participation goal of 1% of your total City funding award. To comply with the 1% MWSBE Goal, we suggest that you utilize the City's registered MWSBE vendors when making purchases of goods and services for your agency, such as IT services, office supplies, consulting services, catering, market research, equipment, construction, and more. A list of City registered MWSBEs can be accessed at: <http://charlottenc.gov/mfs/cbi/Pages/vendors.aspx>.

As a recipient of City funding, you are also required to report semi-annually on your achievements towards meeting the 1% MWSBE Goal. For the FY2017 contractual year, financial partners are required to report utilization of MWSBEs as part of their performance reports. When submitting your semiannual reports (January 16, 2017, and July 17, 2017, your agency is required to provide a summary report of the total dollars spent with City registered MWSBEs during the same reporting period. A reporting template for your use is attached.



## **Financial Partner Semiannual Utilization Report**

Agency Name: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

<b>Name of Subcontractor/ Supplier/Vendor*</b>	<b>Description of Service/Good Provided<sup>1</sup></b>	<b>Date(s) of Service</b>	<b>Dollar Expenditure</b>

<sup>1</sup> Type of service or product provided (i.e., catering, printing, office supplies, courier service, etc.)

*\* If you would like to work with a firm that may qualify as an MWSBE but is not certified/registered with the City, we encourage you to have the owner(s) contact the Charlotte Business INclusion Office at 704-336-4137.*

**Signature of Authorized Official** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_